

Lansing, Michigan

February 19, 2002

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, February 19, 2002, at 11:00 a.m.

Present: Brian DeBano, Director of State Government Affairs, representing
 John Engler, Governor, Chairperson
 David Hildenbrand, Deputy Chief of Staff, representing Dick
 Posthumus, Lt. Governor
 Theodore Hughes, Assistant Attorney General for Law, representing
 Jennifer M. Granholm, Attorney General
 Julie A. Croll, Chief Deputy State Treasurer, representing Douglas B.
 Roberts, State Treasurer
 A. Edwin Dore, Deputy Secretary of State, representing Candice
 Miller, Secretary of State
 Carol Wolenberg, Deputy Superintendent for Administration,
 representing Thomas D. Watkins, Superintendent of Public
 Instruction

Absent: Arlene Oisten, Secretary

Others Present:

Sherry Bond, Jim Konrad, Mary Lewis of the Department of
Management and Budget; Randy Knapp, Pamela Lavender of the
Department of Transportation

1. CALL TO ORDER:

The meeting was called to order by Mr. DeBano. Pastor Samuel Duncan of the Lansing Church of God in Lansing gave the invocation. Mr. DeBano then led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL

THEREOF:

Mr. Hughes moved that the minutes of the State Administrative Board for the regular meeting of February 5, 2002 be approved as distributed. Ms. Wolenberg supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedules:

Sanilac County, Treasurer Office, 02/04/02

Retention and Disposal Schedules:

Department of Attorney General, Corrections Division, 8/15/01

Department of Attorney General, Health Care Fraud, 8/30/01

Department of Attorney General, Health Professionals Division, 8/31/01

Department of Attorney General, Lottery and Racing, 09/05/01

Department of Attorney General, Occupational Regulation Division, 09/04/01

Department of Attorney General, Prosecuting Attorneys Coordinating Council, 09/04/01

Department of Attorney General, Social Services, 08/17/01

Department of Attorney General, Tort Defense Division, 08/14/01

Department of Attorney General, Worker's Compensation, 08/22/01

Department of Transportation, Office of Equal Opportunity, 01/22/02

Northern Michigan University, Recreation Services Concessions, 11/14/01

Mr. Hughes moved that the Certified Retention and Disposal Schedules and Retention and Disposal Schedules be approved by the Board. Mr. Hildenbrand supported the motion and it was unanimously approved.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

Ms. Croll presented the Finance and Claims Committee Report covering the regular meeting held February 12, 2002. After presentation and review of the forgoing Committee Report, Ms. Croll moved that the regular Finance and Claims Committee Report of February 12, 2002 be approved and adopted, noting the withdrawal of item 17 (2) and the reduction of item 19 (2) of the regular agenda, and the withdrawal of item 6 (1) of the regular agenda at the request of the Department of Management and Budget. The motion was supported by Ms. Wolenberg and unanimously approved.

Ms. Croll presented the Building Committee Report covering the regular meeting held February 13, 2002. After presentation and review of the forgoing Committee Report, Ms. Croll moved that the regular Building Committee Report of February 13, 2002 be approved and adopted. The motion was supported by Mr. Dore and unanimously approved.

Mr. Dore presented the Transportation and Natural Resources Committee Report for the regular meeting of February 13, 2002. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Dore moved that the Transportation and Natural Resources Committee Report covering the regular meeting held February 13, 2002 be approved and adopted, with the withdrawal of item numbers 26, 27, and 34 of the regular Transportation agenda at the request of the Department of Transportation. The motion was supported by Ms. Croll and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Dore moved the meeting be adjourned. The motion was supported by Mr. Hughes and unanimously approved. Mr. DeBano adjourned the meeting.

SECRETARY

CHAIRPERSON